



**GREAT
SANKEY**
PARISH
COUNCIL

Community Centre Operations Policy

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1. Executive Summary

Great Sankey Parish Council operates five community centres situated throughout the parish for the use of the community. These facilities are hired at modest rates, and the fees help to fund the ongoing operation and maintenance costs for the facilities. The centres are managed on a day-to-day basis by the Parish Clerk under the direction of the full Parish Council.

All communications with the Parish Council should be made through the Parish Office; Hirers/Councillors should not attempt to make individual arrangements directly with Parish Council employees.

2. Terms and Conditions of Hire

Hirers of the community centres must sign and agree to abide by the Terms and Conditions of Hire for the relevant community centre (example: Appendix 1). Hirers must provide up-to-date contact details for either the individual hirer or, the authorised representative in the case of an organisation, and must remit payment for the hire, if applicable, prior to admittance.

Regular Hirers: hiring agreements will be forwarded from the Parish Office prior to the end of the current series of bookings. Hirers may book up to 6 months in advance. The Parish Council reserves the right to terminate the agreement at any time but will endeavour to give customers as much notice as possible.

One-off bookings: hiring agreements must be completed, signed and returned to the Parish Office at least 2 weeks prior to the date of hire along with payment. This timeframe may be waived at the discretion of Council Officers.

3. Permissible Hire

Where possible, the Parish Council will endeavour to maintain a range of activities within each community centre for the benefit of residents. Hirers may be community groups, not-for-profit organisations, businesses, or individuals (private functions) and they may be asked to provide evidence for the appropriate fee to be applied, particularly in the case of community groups and not-for-profit organisations.

Weekend private functions will be restricted to Whittle Hall Community Centre with no more than two functions per day and a maximum capacity of 50 people at Whittle Hall CC. Children's parties are for under 11's only with a maximum of 30 children attending. Sports parties, bouncy castles or similar inflatables are not allowed. Outdoor cooking and/or barbecues are not allowed.

A 15–30-minute gap will be left between each booking to allow for the changeover of customers in the centres and car parks.

Parish Council Officers will determine whether a request for hire is approved or rejected and will base decisions on operational requirements and resources, such as staffing capacity and cleaning constraints. The diversity of groups and activities will also be considered at each centre.

3.1 Adult Function Hire

The following conditions are applicable to adult functions to ensure such bookings finish promptly and to protect the safety and wellbeing of council staff.

- A refundable deposit of £100 will be taken which will be forfeit if the booking conditions are breached, e.g. if the booking overruns, the centre is not left clean and tidy, or if damage occurs.
- Dependent upon the location, time and reason for the booking, two staff members may be assigned to close at the end of the session. The necessity for this will be at the discretion of the Clerk/Deputy Clerk.
- A councillor contact will be assigned to provide backup support to staff in the event of difficulties with customers leaving the building.

4. Hours of Use

Community centre hours of use will be between 7am – 9pm Monday to Friday, and 9am – 7pm Saturdays and Sundays.

5. Fees and Charges

Great Sankey Parish Council will be responsible for setting the schedule of charges for hire which will be applied by Council Officers. These will be reviewed on a regular basis by the council and will take into account the operating costs and requirements of the facilities. Requests from hirers for reduced rates of hire must be submitted in writing for consideration by the Finance Committee at their next available meeting.

The community rate is a subsidised rate for charities and recognised community organisations which are not-for-profit. Organisations may be asked to provide confirmation of charitable status or a copy of their constitution before the rate can be applied.

Payment terms: New regular customers will be invoiced monthly in advance for 6 months after which they may be invoiced in arrears if payments have been made on schedule and in full. One-off bookings will be invoiced in advance and payment must be received at least 2 weeks prior to the date of hire along with the completed and signed hiring agreement.

6. Hall Capacity

The recommended maximum capacity of each community centre hall has been calculated according to Fire Safety Regulations (Regulatory Reform (Fire Safety) Order 2005). Great Sankey Parish Council will not be liable for any issues arising if this limit is exceeded by the hirer. The hirer will be responsible for assessing capacity for any activity to be undertaken, which may be less than the maximum stated on the booking form.

Maximum Hall Capacities

Bewsey Barn	60
Hood Lane	50
Hood Manor	65
Tim Parry Main Hall	70
Tim Parry Annexe	35
Whittle Hall	50

7. Activities requiring licences

The hirer will be responsible for obtaining such licences as needed for their specific activity. This includes, but may not be limited to, the sale of alcohol, provision of music or food and catering.

8. Customer Storage and Equipment

The community centres are public buildings and, as such, are used by numerous people of all ages. Hirers may be given permission for the storage and/or the installation of equipment on request to the Council but must be aware such items may be used by any person entering the building or grounds. Great Sankey Parish Council does not accept any liability for any items stored within the community centre or grounds, even if contained within lockable units. The Parish Council reserves the right to revoke any agreement for storage at any time or to remove any items stored without permission or left outside the allotted storage area.

Requests to install items of equipment on Council premises, including outdoor apparatus, must be made in writing. Such requests will be referred to the Finance Committee for consideration. Great Sankey Parish Council does not accept liability for any such items and may request their removal at any time at the customer's expense. Upkeep and maintenance of customer equipment is the responsibility of the customer.

9. Insurance

Great Sankey Parish Council holds public liability insurance and is indemnified against claims arising out of its own negligence. Hirers are responsible for obtaining their own insurance as necessary for their specific activity and associated equipment and must produce evidence of current insurance upon request.

10. Cleaning

Great Sankey Parish Council: Council premises will be cleaned by council staff as required, with a full clean at the end of each day after bookings. Interim cleans of high contact areas may be carried out between customers if possible and necessary. Full cleaning guidance for staff is provided within the H&S Organisations & Arrangements Policy and the Staff Handbook.

Customers: hirers are expected to leave the centre clean and tidy with any equipment, including chairs and tables replaced as found. Guidance is posted within the centres.

11. Parking

At all premises where parking is available, the hirer will be responsible for supervision of car parking arrangements to ensure the safety of all persons using the centre whatever their capacity or the activity being undertaken, and to avoid obstruction of the highway.

Tim Parry Community Centre: two car parks are available off Cromdale Way (opposite Kintore Drive) and Wroxham Road (adjacent to Park Road Primary School). Permission may

be granted by the Parish Council to access the centre to load/unload provisions or for customers with mobility issues. Parking around the children's play area is not permitted for public safety reasons.

APPENDIX 1: Terms and Conditions of Hire for Community Centres

(note, this example is specific to Whittle Hall Community Centre, there may be slight differences at other centres)

Schedule of Standard Conditions for Hire Whittle Hall Community Centre

(If the hirer is in any doubt as to the meaning of the following, the Parish Clerk or Administration staff should immediately be consulted.)

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. Supervision

THE HIRER will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight; change of any sort and the behaviour of all persons using the premises whatever their capacity or activity being undertaken; **including proper supervision of car parking arrangements so as to avoid obstruction of the highway.**

2. Use of Premises

THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

The Hirer shall not allow a greater number of persons to attend than stated in the Hiring Agreement, nor a greater number of vehicles.

The maximum capacity of Whittle Hall Community Centre has been calculated to be **50** according to Fire Safety Regulations (Regulatory Reform (Fire Safety) Order 2005). Great Sankey Parish Council will not be liable for any issues arising if this limit is exceeded by the hirer. **THE HIRER** will be responsible for assessing capacity for any activity to be undertaken (see para 10: Risk Assessments).

The HIRER may be permitted by prior agreement to leave items on the premises between bookings. **THE PARISH COUNCIL** accepts no responsibility for the hirer's property and reserves the right to rescind this agreement at any time or to move or otherwise dispose of items left inappropriately or that have not been removed on request.

3. Restrictions

There must be no barbecues on site during functions, nor any cooking out of doors. Bouncy castles, or similar inflatables, must not be used either indoors or outdoors.

4. Licences

THE HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor (an application for which licence cannot be made if the village hall deed prohibits the sale or consumption of alcohol) from the Performing Right Society, from Phonographic Performance Ltd or otherwise and for the observance of the same.

5. Gaming, Betting and Lotteries

THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Public Safety Compliance

THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. **This includes ensuring road access is not restricted by vehicles belonging to persons attending the event being parked on the roads around the centre.**

7. Health and Hygiene

The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

8. Electrical Appliance Safety

THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner. Where a residual circuit breaker is provided under terms of the PEL or CPL the hirer must make use of it in the interests of public safety.

9. Indemnity

THE HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. **The centre is inspected daily, any damage found which has occurred during the period of hire will be the responsibility of the hirer and a charge will be made for it.**

THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Community Centre. (The Community Centre is insured against any claims arising out of its own negligence).

10. Risk Assessments

THE HIRER shall be responsible for undertaking an adequate risk assessment for all activities they will carry out or permit and will take appropriate action to mitigate risks as identified or ensure that this is undertaken by any entertainer/company engaged during the booking. The risk assessment must be available to the Council on request.

11. Accidents and Dangerous Occurrences

THE HIRER must report all accidents involving injury to the public to a member of the Parish Council as soon as possible. Any failure of equipment either that belonging to the hall or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Parish Clerk will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

12. Animals

THE HIRER shall ensure that no animals (including birds) except trained assistance dogs are brought into the hall, other than for a special event agreed to by the Parish Council. And no animals whatsoever are to enter the kitchen at any time.

13. Compliance with the Children Act

THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children (see VHIS No.5).

14. Fly Posting

THE HIRER shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Hall, and shall indemnify the Parish Council accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

15. Sale of Goods

THE HIRER shall, if selling goods on the premises comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

16. Cancellation

IF THE HIRER wishes to cancel the booking before the date of the event and the Parish Council is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Council.

17. Cancellation

THE PARISH COUNCIL reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.

18. Unfit for Use

In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Parish Council shall not be liable to the hirer for any resulting loss or damage whatsoever.

19. Refusal of Booking

THE PARISH COUNCIL reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing to the hirer.

THE HIRER shall be entitled upon such notice to reimbursement of such monies as have been paid by the hirer to the Council. The Council shall not be liable to make any further payment to the hirer.

20. Start/End of Hire

THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Parish Council shall be at liberty to make an additional charge. The Hirer shall be responsible for setting out the room as they require, and also for putting away any tables, chairs etc. that they use. If Hirers require any help in setting out and restoring the premises to their former condition they may apply to the Council, a charge may be levied for this.

21. Noise

The Parish Council has adopted a "Good Neighbour" policy for its centres and requires hirers to adhere to the following regulations:

THE HIRER shall ensure that the minimum of noise is made on arrival and departure.

All functions must finish no later than 10pm, the playing of music must cease by 9pm and access to the garden is not allowed after 9pm.

Providers of both non-amplified and amplified music, e.g. discos, must not exceed "reasonable noise levels" in the context of disturbance to local residents. **At functions where amplified music is put on, all windows and the exit door to the garden must remain closed for the full duration of the booking. The air conditioning unit may be used if needed by request to the caretaker on duty.**

22. Smoking/Vaping

Smoking and vaping are not allowed in the Community Centre.

APPENDIX 2: Cleaning Guidelines for Customers

Great Sankey Parish Council is committed to keeping rental rates low and ask for your continued assistance in helping to do this by leaving the centre as you find it for the next customer to use.

The Council expects customers to:

- *Set up and clear away tables and chairs.*
- *Wash up and put away any crockery/cutlery used.*
- *Clean any mess created from a specific activity e.g. glitter, paint, baking.*
- *Clean any spillages immediately to avoid damage to flooring and worktops.*
- *Only use lighting that is required and remember to turn off when leaving the building.*
- *Have regular clear outs of any stored items and keep all items within the space allocated to you.*
- *Keep information on notice boards/display relevant, up to date and tidy.*

Great Sankey Parish Council values your continued support and custom and recognises the vital role that your group plays within the local community. With your co-operation we aim to keep the Community Centres clean, tidy and fit-for-purpose for all to enjoy.